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The Institution of Engineers, Malaysia
 Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720
 Petaling Jaya, Selangor Darul Ehsan

2-DAY COURSE ON MANAGING RISK IN PROJECT MANAGEMENT

Organised By: Project Management Technical Division, IEM

REGISTRATION FORM

2-Day Course on

Managing Risk in Project Management

10 July 2018 & 11 July 2018 **(Rescheduled from 7 & 8 May 2018)**

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
		Add GST @ 6%		
TOTAL PAYABLE				

** Fees MUST be fully paid A WEEK BEFORE the commencement of the course. Bookings by fax from outstations MUST be forwarded with payments at least A WEEK BEFORE the day of the course. Seats could only be confirmed upon payment.*

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of "**The Institution of Engineers, Malaysia**" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

Photocopies are acceptable

Date : 10 July 2018 & 11 July 2018, Tuesday & Wednesday
(Rescheduled from 7 & 8 May 2018)
Venue : Anggerik Suite 1&2, 2nd Floor East Wing,
 Hilton Hotel, Petaling Jaya, Selangor
Time : 9.00a.m - 5.30p.m

BEM Approved CPD Hours = 13 Ref. No: IEM18/HQ/128/C

GST is implemented effective from 1 April 2015

REGISTRATION FEE (SUBJECT TO 6% GST)

<u>Grade</u>	<u>Normal</u>	<u>Online</u>
IEM Student Member	RM250.00	RM200.00
IEM Graduate Member	RM700.00	RM650.00
IEM Corporate Member	RM800.00	RM750.00
Non IEM Member	RM1,600.00	RM1,500.00

Terms & Conditions:

- Closing date : **5 July 2018**
- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current ; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.

Synopsis : Managing Risk in Project Management

Real world situations exist in an imperfect realm where our actions are based on a mixture of theory, practical knowledge, empirical data and even gut feeling. Hence, the notion of determining an absolute outcome is in itself an uncertainty. In managing projects there are many events which have uncertainties that affect the project in terms of its cost, schedule and quality of the works. These events having a range of unfavourable outcomes are called risks which increases the complexity of projects. The greater the magnitude of the project, the greater the complexity as the number of activities for large projects will contain inherent uncertainties having compounding effect on the project outcome in terms of cost and schedule.

The challenge for the Project Manager or Project Management Team (PMT) is to identify, assess and prioritise the project risks and to subsequently monitor and close out the preventive and mitigating measures.

The course will review the following concept and tools in managing risk in project management:

CONCEPT	TOOLS
Risk Management Plan	Risk Register
Organization Roles in Risk Management	Tornado Charts
Risk Identification	Monte Carlo Simulations
Risk Analysis (Qualitative & Quantitative)	Action Tracker
Lessons Learnt	

Speaker's Biodata:

Ir. Faizal Abdullah Sanusi is currently the Advisor for the Project Management Technical Division in IEM after serving in this committee since 2005, including as its Chairman in 2012. He has a BSc In Civil Engineering from the George Washington University, USA in 1988 and an MBA from Open University, Malaysia in 2005.

His engineering and project management experience spans across the oil & gas and building industry since he began his career 30 years ago. In his career, he has performed various roles ranging from design engineer, resident engineer, project engineer and project manager for a myriad of engineering projects – civil Infrastructure works, commercial buildings including an intelligent office institutional building, gas processing plants, offshore gas pipeline installations and offshore gas producing platforms. He also challenged himself as an entrepreneur in the business of facilities management for oil and gas on-shore installations and has provided training in various project management topics to the Royal Malaysian Navy and private commercial property developers.

Some of his notable career highlights as follows:

- Project Advisor and Project Services Manager for Oil & Gas Exploration & Production MNCs
- Project Services Division Head for a local Offshore Oil & Gas Service Provider
- Project Manager for the Malaysian Securities Commission 4 star intelligent building project
- Director of a local Facilities Management company overseeing Oil & Gas O&M projects

Course Schedule & Outline

Day 1		Day 2	
9.00am - 9.30am	Introduction <ul style="list-style-type: none"> · Definition · How Was Risk Treated Conventionally 	9.00am - 9.30am	The Risk Management Process <ul style="list-style-type: none"> · Creating The Risk Matrix · Defining Categories of Risks, Risk Likelihood by Categories and Risks Impact by Categories
9.30am - 10.30am	<ul style="list-style-type: none"> · What Happens if Risks Are not Considered in Projects 	9.30am - 10.30am	Risk Identification Project <ul style="list-style-type: none"> · Sources of Input (PMT, Lessons Learnt Database, Industry Data)
10.30am - 11.00am	Tea Break	10.30am - 11.00am	Tea Break
11.00am - 1.00pm	<ul style="list-style-type: none"> · Risk in Various Phases of · Benefit of Risk Management 	11.00am - 1.00pm	<ul style="list-style-type: none"> · Regular Meetings/Ad Hoc Input · Need to Regulate and Moderate · Risk Register
1.00pm - 2.00pm	Lunch Break	1.00pm - 2.00pm	Lunch Break
2.00pm - 3.00	Risk Planning <ul style="list-style-type: none"> · Risk Management Plan · Risk Identification 	2.00pm - 3.00pm	Qualitative and Quantitative Risk Assessment (Tornado Charts & Monte Carlo Simulation) <ul style="list-style-type: none"> · Risk & Mitigation Prioritization
3.00pm - 3.30pm	Tea Break	3.00pm - 3.30pm	Tea Break
3.30pm - 5.30pm	<ul style="list-style-type: none"> · Risk Identification (Cont'd) · Group Exercise 	3.30pm - 5.30pm	<ul style="list-style-type: none"> · Tornado Charts · Action Tracker · Group Exercise

Short exercises covering key concepts will be carried out to ensure that participants obtain the benefits of the course. The course is fashioned to be pragmatic and applicable to projects in any industry. Risk Management is a strategic tool for large magnitude and complex projects and hence this course would be extremely relevant for project stakeholders who have KPIs of cost and time which are highly constrained in this economic environment.

CANCELLATION POLICY

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.

PERSONAL DATA PROTECTION ACT

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.